



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

5459

May 9, 2023

OFFICE MEMORANDUM

QAD-2023- 266

INTERNAL QUALITY AUDIT (IQA) SCHEDULE FOR THE MONTH OF MAY 2023

To: Internal Quality Audit (IQA) Team Members
Quality Management Representative (QMR)
Regional Office Division Chiefs
All Others Concerned

1. In reference to the DepEd RO 8 Audit Program for 2023, Annex A of Regional Memorandum No. 105, s. 2023, this Office, through the Quality Assurance Division (QAD), informs all concerned that the first round Internal Quality Audit (IQA) is scheduled on May 23, 2023.
2. The RO Divisions with the corresponding declared processes to be audited and the IQA Team assignment are indicated in the Audit Itinerary as enclosure to this memorandum.
3. To comply with the Quality Management System requirements, all concerned RO Division Chiefs and Heads of Units/Section are advised to give priority attention to the above-cited activity as part of the organization's preparation for the upcoming ISO external audit.
4. For information and guidance.

EVELYN R. FETALVERO, CESO IV
Regional Director

QAD-CPV





Republic of the Philippines
Department of Education
 REGION VIII – EASTERN VISAYAS

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office 8 Functional divisions						
AUDIT SCHEDULE:	May 23, 2023						
AUDIT SCOPE:	<input type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process						
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS. 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.						
AUDIT CRITERIA:	ISO 9001:2015, QMS, Office Operations Manual, Rules and Policies						
LEAD AUDITOR:	Cesar P. Verunque						
MEMBER AUDITORS:	Team Assignment	Names	Team Designation	Team Assignment	Names	Team Designation	
	Team A	Marlou D. Camposano	Team Leader	Team D	Fe Gerona	Team Leader	
		Jimmy G. Gula	Member		Gladys Fabillo	Member	
		Melvin Chito M. Solis	Member		Kathrine Mae Cromente	Member	
	Team B	Gerardo L. Adtoon	Team Leader	Team E	Gary Jay Calipayan	Team Leader	
		Rachel R. Cuevas	Member		Ronafe A. Dolo	Member	
		Sonny S. Tayum,	Member		May Ann Ladrera	Member	
	Team C	Geraldine M. Mangaliman	Team Leader	Team F	Elizabeth Caboboy	Team Leader	
		Reynaldo Nayre	Member		Russel Resco	Member	
		Dandy G. Acuin	Member		Jenny lind D. Daya	Member	
		Sarah Cabaluna	Member				
	RESOURCE REQUIREMENTS:	Venue for the entry and exit conference.					
	Opening Meeting	May 23, 2023; 9:00-9:30 AM					



Address: Government Center, Candahug, Palo, Leyte

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Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Administrative Division		Dr. Alejandrino Yman			
<i>Procurement Unit</i>	Procurement Planning	Franco Villamor	Clause 8.4	May 23, 2023 9:30-12:00	Team A
	Competitive Bidding				
	Alternative Methods of Procurement				
	Repeat Order				
	Agency-to-Agency				
<i>Cash Section</i>	Collections and Deposits	Russel Resco	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00	Team B
	Disbursements				
	Preparation of ACIC & SLIAE				
	Control of Accountable Forms				
	Maintenance And closure of Bank Accounts				
Curriculum and Learning Management Division (CLMD)	Curriculum Management and Standards Development (curriculum Management)	Dr. Harvie Villamor	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00 1:00 – 2:30	Team D
	Learning Delivery Management and Development (Management/contextualization of Teaching-Learning Delivery System)				
	Education Assessment and Research				

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Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Management of Assessment Mechanism Contextualization				
	Assessment Operation				
	Data Analysis and Interpretation				
	Development of Education Research Framework, Design, Procedure, and Instruments				
	Conduct of Research				
	Utilization of Research Data and Information				
	Unit Performance				
Education Support Services Division (ESSD)	Disaster Risk Reduction and Management	Dr. Rosemarie Guino	Clauses 8.1, 8.2, 8.5, 8.6, 8.7, 7.1.5.2	May 23, 2023 9:30-12:00 1:00 – 2:00	Team C
	External Partnership Management				
	Learner Formation				
	Infrastructure Management				
	General Service Management (Clinic Management)				
	Learner Support Management				
	Learner Rights and Protection				



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Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Legal Management				
Office of the Regional Director (ORD)					
<i>Legal Unit</i>	Policy Implementation	Atty. Eleanor Calumpiano	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00 1:00 – 2:00	Team E
	Policy Review				
	Management Meetings				
	Office and Staff Performance Monitoring and Appraisal				
	Investigation and Resolution of Cases				
	Investigation of complaints against Private School/s for Violation of DepEd Rules				
	Regulation and Policies; Issuance of Certificate of No-Pending Case				
	Public Relations and Assistance; Assistance to the Office of the Solicitor General (OSG)				
	Resolution of Request for correction of Entries in School Records				
	Issuance of Certificate of No Pending				



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Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Administrative Cases				
	Case Records Management				
	Review and Approval of contracts/Agreements/Other Legal Documents				
<i>Public Affairs Unit (PAU)</i>	Communication Planning, Management, Monitoring, and Evaluation Information Management and Dissemination	Ms. Jasmin Calzita	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00	Team F
	Materials Production				
	Media Relations				
	Public Relations and Assistance				
	Monitoring of Citizen/Client Satisfaction Survey				
<i>Information Communication and Technology Unit (ICTU)</i>	Design and Development of ICT Solutions	Mr. Jim Albert Lagado	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 1:00-3:00 PM	Team B
	Management of ICT Solution (Accounts Administration)				
	Management of ICT Solution (Website Content Uploading)				
	Management of Technology				



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Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Infrastructure (Local Area Network Administration)				
	Management of Technology Infrastructure (DepEd Computerization Program Support)				
	User Support/Help Desk				

Prepared by:



SONNY S. TAYUM

Audit Co-Team Leader

Date: May 9, 2023

Reviewed by:



CESAR P. VERUNQUE

Lead Internal Quality Auditor

Date: 5/9/23

Approved:



RITA R. DIMAKILING PhD.

Quality Management Representative

Date: May 9, 2023



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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 27, 2023

OFFICE MEMORANDUM

No. 105, s. 2023

TO: Assistant Regional Director
Regional Office Division Chiefs
Regional Office Unit Heads
Regional ISO Core Teams

2023 REGIONAL OFFICE INTERNAL QUALITY AUDIT (IQA)

1. To ensure continual improvement in the operationalization of the National Quality Management System (NQMS) and conformance with the office requirements and ISO 9001:2015 standards, this Office announces the planned schedules in the conduct of the Internal Quality Audit (IQA) for the Calendar Year 2023 to commence on May 2023 until September 2023. The details on the schedule and the arrangement of offices to be reviewed are specified in the herein attached copy of the 2023 Audit Program (Annex A). Moreover, special audit schedules will soon be set depending on the findings of the process review conducted.
2. All Regional Office Division Chiefs and Heads of Units/Sections are advised to include the IQA activity in the 2023 Office Calendar of Activities for proper implementation of the said program and to lessen chances of having conflicting office schedules. Likewise, every office should ensure that process owners are available during the specified dates to have a smooth flow of the office IQA implementation.
3. Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director





Republic of the Philippines
Department of Education
 REGION VIII – EASTERN VISAYAS

AUDIT PROGRAM

AUDITEE NAME & ADDRESS	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
AUDIT OBJECTIVES	<ol style="list-style-type: none"> 1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.
AUDIT SCOPE	Management, Provision of Basic Education Service and Support Processes.
AUDIT CRITERIA	
AUDIT METHODS	
RESOURCE REQUIREMENTS:	<ol style="list-style-type: none"> 1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references

AUDIT SCHEDULE

Office	Declared Processes	2023 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Administrative Division	Asset Management Section															
	1. Acquisition of Tangible And Intangible Assets (Purchase Order)					X										
	2. Acquisition of Tangible and Intangible Assets (Job Order)					X										
	3. Asset Utilization and Inventory					X										
	4. Asset Disposal					X										
	Procurement Unit															

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
	5. Procurement Planning					X										
	6. Competitive Bidding					X										
	7. Alternative Methods of Procurement					X										
	8. Repeat Order					X										
	9. Agency-to-Agency Cash Section					X										
	10. Collections and Deposits					X										
	11. Disbursements					X										
	12. Preparation of ACIC & SLJIAE					X										
	13. Control of Accountable Forms					X										
	14. Maintenance And closure of Bank Accounts					X										
	Personnel Section															
	15. Recruitment, Selection, and Placement										X					
	16. Request for Transfer from One Station to Another										X					
	17. Application for Equivalent Record Form										X					
	18. Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form										X					
	19. Reclassification for School Head and Master Teacher Positions										X					
	20. NOSCA for Newly Created Positions										X					



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Office	Declared Processes	2023 Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	21. Leave Management (Travel abroad, Leave of Absence, and Study Leave)					X									
	22. Compensation and Benefits					X									
	23. Personnel Records Management					X									
	24. Personnel Inventory					X									
	25. Automatic Payroll Deduction system (APDS) Management					X									
	26. Personnel Performance Management					X									
	Records Section					X									
	27. Publication of Issuance					X									
	28. Handling of Incoming Documents					X									
	29. Handling of Outgoing Documents					X									
	30. Access, Disclosure, and Issuance of Documents					X									
	31. Records Disposition					X									
	32. Records Inventory					X									
	General Services Units														
	33. Security Services					X									
	34. Facilities Maintenance					X									
	35. Transportation and Service Vehicle Maintenance					X									
Curriculum and Learning Management	1. Curriculum Management and Standards Development (curriculum Management)									X					



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Division (CLMD)	2. Learning Delivery Management and Development (Management/contextualization of Teaching-Learning Delivery System)					X										
	3. Learning Resource management and Development (Management of Quality Assurance of Learning Resources/Contextualized Learning Resources)					X										
	4. Education Assessment and Research					X										
	a. Management of Assessment Mechanism Contextualization					X										
	b. Assessment Operation					X										
	c. Data Analysis and Interpretation					X										
	d. Development of Education Research Framework, Design, Procedure, and Instruments					X										
	e. Conduct of Research					X										
	f. Utilization of Research Data and Information					X										
	5. Unit Performance					X										



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Office	Declared Processes	2023 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Education support Services Division (ESSD)	1. Disaster Risk Reduction and Management					X										
	2. External Partnership Management					X										
	3. Learner Formation					X										
	4. Infrastructure Management					X										
	5. General Service Management (Clinic Management)					X										
	6. Learner Support Management					X										
	7. Learner Rights and Protection					X										
	8. Legal Management					X										
Finance Division	1. Budget Preparation and Approval									X						
	2. Budget Processing and Execution									X						
	3. Pre-Audit and Disbursement									X						
	4. Budget Accountability and Reporting									X						
	5. Financial Accountability and Reporting									X						
	6. Monitoring and Recording of financial Transactions									X						
Field Technical Assistance Division (FTAD)	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or									X						



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Office	Declared Processes	2023 Audit Month															
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Human Resource Development division (HRDD)	Program/Project Implementation																
	2. Project Management						X										
	3. Knowledge Management						X										
	1. Learning/Professional Development and Management for Teachers and School Leaders						X										
	a. Design and Development of Learning/PD Standards and Programs/Courses						X										
	b. Management of Learning/PD Programs						X										
	c. Quality Assurance of Learning/PD Programs						X										
	d. M&E of Learning/PD Programs						X										
	e. Management of Scholarship Programs						X										
	2. Human Resource Management and Development						X										
a. Employees Welfare						X											
b. Personnel Performance Management						X											
c. Professional Development/Learning and Development						X											
d. Recruitment, Selection, Placement, and Induction						X											



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
Policy, Planning, and Research Division (PPRD)	(Teachers, Master Teachers, School heads, Other Positions, Third Level Positions)																	
	c. Rewards and Recognition						X	X										
	1. Strategic Planning						X	X										
	2. Medium Term Planning						X	X										
	3. Operational Planning						X	X										
	4. Policy Implementation						X	X										
	5. Policy Review						X	X										
	6. Education Statistics Monitoring						X	X										
Office of the Regional Director (ORD)	7. Research Management						X	X										
	8. Data Management						X	X										
	Legal Unit									X								
	1. Policy Implementation									X								
	2. Policy Review									X								
	3. Management Meetings									X								
	4. Office and Staff Performance Monitoring and Appraisal									X								
	5. Investigation and Resolution of Cases									X								
6. Investigation of complaints against Private School/s for Violation of DepEd Rules									X									



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	7. Regulation and Policies; Issuance of Certificate of No-Pending Case					X									
	8. Public Relations and Assistance; Assistance to the Office of the Solicitor General (OSG)					X									
	9. Resolution of Request for correction of Entries in School Records					X									
	10. Issuance of Certificate of No Pending Administrative Cases					X									
	11. Case Records Management					X									
	12. Review and Approval of contracts/Agreements/Other Legal Documents					X									
	Public Affairs Unit (PAU)					X									
	13. Communication Planning, Management, Monitoring, and Evaluation Information Management and Dissemination					X									
	14. Materials Production					X									
	15. Media Relations					X									
	16. Public Relations and Assistance					X									
	17. Monitoring of Citizen/Client Satisfaction Survey					X									
	Information Communication and Technology Unit (ICTU)					X									



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Office	Declared Processes	2023 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
	18. Design and Development of ICT Solutions					X										
	19. Management of ICT Solution (Accounts Administration)					X										
	20. Management of ICT Solution (Website Content Uploading)					X										
	21. Management of Technology Infrastructure (Local Area Network Administration)					X										
	22. Management of Technology Infrastructure (DepEd Computerization Program Support)					X										
	23. User Support/Help Desk					X										
Quality Assurance Division (QAD)	1. Organization Management: Management of Public School Applications in Basic Education (Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes)										X					
	2. Private Education Regulations and Development										X					
	a. Grant of Permits to Operate and Recognitions										X					
	b. Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI)										X					



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	c. Acknowledgement of Private School (Temporary/Permanent) Closure						X									
	d. Review And Approval of School Fees of Private Schools						X									
	e. Review and Development of Policies of Private Schools						X									
	3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/PD Programs						X									
	4. Monitoring and Evaluation						X									
	5. Management in the Conduct of Principal's Test						X									
Top Management	Management Review						X						X			
Internal Quality Audit Team (IQAT)	Internal Quality Audit						X						X			
Knowledge Management Team (KMT)	Documented Information Management						X						X			
Risk Management Team (RMT)	Risk Management						X						X			
Training and Advocacy Team (TAT)	Training and Advocacy Management						X						X			

Composition of IQA Sub-Teams:

Team Assignment	Names	Team Designation
Team A	Cesar P. Verunque	Chairperson
	Marlou D. Camposano	Team Leader
	Jimmy G. Gula	Member
	Melvin Chito M. Solis	Member
Team B	Gerardo L. Adtoon	Team Leader
	Rachel R. Cuevas	Member
	Sonny S. Tayum,	Member
Team C	Geraldine M. Mangaliman	Team Leader
	Reynaldo Nayre	Member
	Dandy G. Acuin	Member
	Sarah Cabaluna	Member

Team Assignment	Names	Team Designation
Team D	Fe Gerona	Team Leader
	Gladys Fabillo	Member
	Kathrine Mae Cromente	Member
	Gary Jay Calipayan	Team Leader
Team E	Ronafe A. Dolo	Member
	May Ann Ladrera	Member
	Elizabeth Caboboy	Team Leader
Team F	Russel Resco	Member
	Jenny lind D. Daya	Member

NOTES:

1. Audit Program shall be prepared by the Lead Internal Quality Auditor
2. IQA Teams shall be assigned by the Lead Internal Quality Auditor.
3. Audit Itinerary, which includes the purpose, processes and offices to be audited, assigned Audit Teams, actual date and time of the IQA, and resource requirements, shall be prepared and communicated through an Office Memorandum to all concerned offices at least a week prior to the activity. The communication
4. Utmost cooperation is expected from all offices.

Prepared by:

CESAR P. VERUNQUE

Lead Internal Quality Auditor

Date: February 23, 2023

Approved by:

RITA R. DIMAKILING, Ph.D.

Quality Management Representative

Date: February 23, 2023



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